

The U.S. Embassy Residence provides a good opportunity to work for high-ranking officials in an international environment.

<i>Vacant Position</i>	<i>Head Steward (Full-time)</i>
<i>Job Description</i>	Works under the general supervision of the Principal Representative or his/her designee, responsible for organizing and supervising the residence staffs to clean and maintain the residence, serving meals to the occupants and guests, and overseeing preparation and service of all official functions hosted at the residence. Perform other duties as needed.
<i>Qualifications</i>	<p>Must have at least one year experience in general supervision of staffs. Must have knowledge or experience in hospitality and silver service. Must be attentive to the needs of occupants, guests, and staffs. Good communication skills in English. Must be a team player and be able to work a flexible schedule including weekends and/or holidays. Preference may be given to those who could live in the residence.</p> <p>Non-Japanese candidates must have a valid residential status to work.</p>
<i>Location</i>	Minato-ku, Tokyo (Within 10 min. from Toranomon, Tameike-Sanno, Roppongi-1chome or Kamiya-cho subway stations)
<i>Employment Conditions</i>	<p>Term of contract: One year, renewable. Subject to 6-month trial period for the first contract with the employer.</p> <p>Work hours: Fulltime, 40 hour work week.</p> <p>Compensation: Starting salary may be approximately ¥4.5 million/year including bonuses and other allowances depending upon experience. Transportation provided separately. Wage increase is considered upon renewal of contract. Advance severance is provided at the end of each contract.</p> <p>Annual Leave and Holidays: Provided in accordance with internal regulations.</p> <p>Labor Insurance: Worker's Compensation and Employment Insurance</p>
<i>To Apply</i>	<p>Please submit the following to be considered for the position</p> <ol style="list-style-type: none"> 1. English resume and supporting documents (copy of diploma, licenses, English test score, etc.) 2. the names and contact details of 3 referees we can contact to verify your work history. <p>By mail: EMR/Head Steward, U.S. Embassy, 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420; or</p> <p>By E-mail: NakashimaNX@state.gov</p> <p>Only successful candidates will be contacted for interviews. Please indicate email/phone reachable during daytime. Submitted documents will not be returned. Telephone inquiries will not be accepted.</p> <p style="text-align: center;">Open until filled</p>